



Provide leadership for dynamic extension programs in the Midway Extension District.

Apply for [K-State Careers #512527](#). Learn more at extension.k-state.edu/about/careers.

POSITION DESCRIPTION AND RESPONSIBILITIES

Extension agents are professional educators, community connectors and innovators who serve as a link between Kansas State University and communities across Kansas. Agents (including district directors) are jointly responsible to the director of K-State Extension (represented by a designated administrator) and the local extension board.

- Collaborate with other agents, local unit staff, board members, and others (as appropriate) to provide leadership for the following activities:
 - Developing the annual budget, securing extramural funds, submitting appropriate financial reports, and reviewing audits.
 - Handling legal responsibilities of the local extension unit as directed in extension law.
 - Supervising, coaching, and evaluating agents and local unit staff.
 - Planning for office space, equipment, and technology.
 - Assuming leadership for working with the Extension Board; local stakeholders; area and state extension faculty; and others to develop comprehensive programming to address local issues.
 - Developing and maintaining strong relationships with county commissioners and other key decision-makers in the district.
 - Sharing the impact of extension programs and initiatives with local partners and county and state leaders.
- Lead community vitality programming that helps our communities become better places to live, work and play. This will be accomplished by engaging extension specialists, volunteers, and community partners in a comprehensive process to strengthen the social, civic, economic, and technological capacity of our communities.
- Support local 4-H youth development programming to empower youth through connection, learning, and leadership opportunities.
- Successful extension programs require agents to:
 - Identify local needs and emerging issues related to K-State Research and Extension’s five critical issues (water and natural resources; community vitality; health; developing tomorrow’s leaders; and global food systems) by engaging with program development committees and other community organizations and professionals.
 - Design appropriate educational strategies to respond to emerging needs and engage clientele by aligning with the imperatives of the [K-State Next-Gen Strategic Plan](#). Strategies might include educational programming in a community-based setting; events and activities that provide experiential learning opportunities; use of innovative technologies; individual educational consultations; and group facilitation.
 - Collaborate with local partners to meet community and programmatic needs.
 - Recruit and manage volunteers to further the reach and impact of programming.
 - Develop and implement strategies to serve all community audiences.
 - Collect and communicate evidence of educational program impact.
 - Cultivate subject matter expertise by engaging as a member of the Community Vitality Program Focus Team.
- Pursue internal and external funding to support educational programming.

ABOUT THIS ROLE

Title

Extension District Director.

Primary responsibility

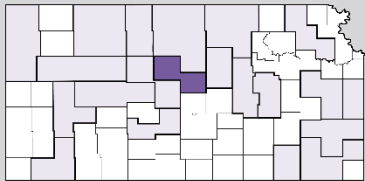
Administrative leadership.
Community vitality programming.

Application deadline

Monday, June 1, 2026
Interviews will be June 17, 2026.

Location

Offices in Ellsworth and Russell, KS; **primary office is negotiable.**



Midway Extension District is located in central Kansas along the Smoky Hill River. The district is comprised of Ellsworth and Russell counties and has a combined population of roughly 13,067.

Midway District is home to two lakes that provide recreational opportunities for local residents. There are two medical centers in the district and quality schools in both counties.

The Midway District extension director will provide leadership and oversight for the district’s team of four agents and two office professionals.

MINIMUM QUALIFICATIONS

Education and experience:

- Bachelor's degree.
- At least three years of supervisory experience.
- Demonstrated academic and/or professional achievement (minimum cumulative GPA of 2.75 on a 4.0 scale or evidence of progressively responsible professional roles).
- At least 12 credit hours of academic coursework or six months of professional experience related directly to the position's primary responsibilities.
- Experience delivering information, training, or education to groups or individuals, either in person or through media.

Licenses and certifications:

- Must have access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Additional expectations:

- This role will require the ability to work with people from various backgrounds and a commitment to supporting and enhancing K-State's initiative for access and opportunity.
- Extension agents work a flexible schedule which will include nights, weekends, and overnight travel.

Sponsorship eligibility:

- Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

PREFERRED QUALIFICATIONS

Education and experience:

- Master's degree.
- Experience managing fiscal responsibilities, including budget development, financial oversight, and securing of extramural funds.
- Understanding of educational program design, promotion, implementation, and evaluation.
- Experience with volunteer recruitment, support, and management.
- Knowledge of adult and youth teaching/learning processes.
- Experience seeking and administering external grant funding.

Skills and attributes:

- Commitment to personal and professional development.
- Competence using electronic communication and computer applications to fulfill programming responsibilities.
- Self-motivation and ability to work with minimal supervision while balancing multiple projects.
- Skills in group facilitation.
- Ability to communicate effectively with both English and Spanish-speaking learners.

Salary, Benefits, And Professional Development:

- Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board, and the applicant. **The anticipated hiring salary range is \$55,000–\$90,000.**
- Extension agents are Kansas State University educators and have the Board of Regents retirement plan; eligibility for health and life insurance; and earn vacation and sick leave. See a [complete list of benefits](#).
- Reimbursement for travel related to achieving program objectives.
- New agents will be provided with comprehensive Early Career Professional Development training throughout their onboarding period. This series will include virtual and in-person training and networking opportunities.
- Tuition assistance is available to full-time employees and their spouse/dependents.

Learn More About Working With K-State Extension:

- Visit the [K-State Research and Extension website](#) or contact Jennifer Wilson via email (jrwilson@ksu.edu) or phone (785-532-5790).

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

Background Screening Statement:

Upon acceptance of a contingent offer of employment, candidates will be subject to a background check per [K-State's background check policy](#).